### ANNEX 4 – REFERENCES PROFORMA

### Potential suppliers are required to submit details of at least two organisations with which contracts are, or have been held for the provision of similar works. This is so that references may be obtained. If you are currently supplying to other Authorities or similar organisations, please include these. The Authority will wish to obtain an email/telephone reference for the successful tenderer prior to the award of the contract.

**Reference 1**

|  |  |  |
| --- | --- | --- |
| Organisation Name |  | **Comments** |
| Contact Name  |  |
| Address |  |
| Telephone Number |  |
| E Mail address |  |
| Estimated contract sum | £ |

**Reference 2**

|  |  |  |
| --- | --- | --- |
| Organisation Name |  | **Comments** |
| Contact Name  |  |
| Address |  |
| Telephone Number |  |
| E Mail address |  |
| Estimated contract sum | £ |

PLEASE NOTE THAT ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL BE USED PURELY AS A MEANS OF OBTAINING REFERENCES.